

STATE ASSESSORS BOARD MEETING
Approved Minutes of March 23, 2007 Meeting
Michigan Townships Association Building, Conference Room
Located at 512 Westshire, Lansing, Michigan

CALL TO ORDER: 9:30 a.m., March 23, 2007, in a Conference Room, Michigan Townships Association Building, located at 512 Westshire, Lansing Michigan

ROLL CALL:

Members Present:

Lisa A. Hobart, Chairperson
Henry O. Allen, Vice Chairperson
Maxine J. McClelland, Member
Frederick W. Morgan, Member
Raman A. Patel, Member
Joan E. Peoples, Executive Secretary

Others Present:

Karolynn Pargo, CMAE 3,
Frenchtown Township Assessor
Jim McDevitt, Frenchtown
Township Supervisor
Richard Sharland

APPROVAL OF MINUTES: Review and approval of minutes of the February 23, 2007, State Assessors Board meeting Motion by Patel, seconded by McClelland and unanimously approved.

FINANCIAL REPORT: 2005-2006 Fiscal Year End Financial Report not yet available

EDUCATIONAL PROGRAMS:

- 1) Motion by Patel to approve items a-e, the motion was seconded by Morgan and unanimously approved.
 - a. Request for 6 hours of assessor renewal credit for a 6 hour educational program titled Land Valuation and Underlying Characteristics, to be offered at the Soo School.
 - b. Request for 6 hours of assessor renewal credit for an educational program titled One Day Forum 911 Valuation of Contaminated Property, to be offered at the Soo School.
 - c. Request for 3 hours of assessor renewal credit for a 3 hour educational program titled Land Division and Allocation of Values in BS&A to be offered Mecosta County, taught by Shila Kiander, CMAE 3...
 - d. Request for 3 hours of assessor renewal credit for a 3 hour educational program titled Working With Difficult People to be offered in Livingston County on April 26, 2007.

EDUCATIONAL PROGRAMS Cont.:

- e. Request for 3 hours of assessor renewal credit for a 3 hour educational program titled Vacant Land Value and ECF Analysis to be offered in Mecosta County, taught by Larry Griggs, CMAE 3.

OLD BUSINESS:

- 1) The 2007 State Assessors Board Tentative Meeting Schedule was reviewed. On May 18, 2007 the State Assessors Board Meeting will be held in the morning and the Education Committee and the Assessment Administration Compliance Committee will meet at 1:30 in the afternoon. The Test Committee will meet following the April 19, 2007 meeting at 1:30 in the afternoon. The September State Assessors Board meeting date was rescheduled for September 20, 2007.
- 2) An Open Book Exercise status report was made by the Executive Secretary. Data from the Open Book Exercise responses is being entered into a computer program by Treasury Department staff. Colleen Brook, of BS&A is building a program to analyze the data. The analyzed data will be presented to the State Assessors Board, the Education Committee and the Assessment Administration Compliance Committee on May 18 so that plans can be made to write and deliver needed education programs based upon the analysis of the Open Book Exercise data.
- 3) Jim McDevitt, Frenchtown Township Supervisor and Karolynn Pargo, Frenchtown Township Assessor were present to appeal the Level 4 certification level requirement for Frenchtown Township. Motion by Henry Allen, seconded by Raman Patel to approve the request for a reduction from Level 4 to Level 3 contingent upon receipt and review of a contract for a Level 4 assessor to assess the Fermi Power Plant located in the township. The State Assessors Board would like to review the current policy for determining the certification levels of Townships, Cities and Counties. The motion was unanimously approved.

NEW BUSINESS:

- 1) Instructors for State Assessors Board Course 2 will be: Rich Brook, CMAE 3, Diane Lee, CMAE 3, Martin Marshall, CMAE 4 and Laureen Birdsall, CMAE 4.
- 2) Instructors for 2007 State Assessors Board sponsored assessor renewal programs will be: Phil Mastin, CMAE 4, Phil Bertolini, CMAE 4, Barb VanGeldren, CMAE 3, Margaret Ford, CMAE 3 Amy Doornhaag, CMAE 3 and Rich Brook, CMAE 3.

NEW BUSINESS Cont.:

- 3) Motion to approve correspondence to the Arenac County Equalization Director regarding a Level 2 certified assessing officer accepting the position of Arenac County Equalization Director which is a level 3 County.
- 4) State Assessors Board Members will purchase with their personal funds Myron Calendars to be distributed to Committee Members and others. The Executive Secretary will order 210 calendars and divide the cost between State Assessors Board Members as directed.
- 5) The latest percentage increase in state equalized values for the last two years for state-wide state equalized values was presented by the Board as prepared by the Assessment and Certification Division. The percentage was used as a factor to adjust the state equalized values that can be assessed by each level of assessor certification. The new state equalized value allowances will go into effect for assessment year 2009.
- 6) The uncertified assessment and equalization units list was reviewed by the Board.
- 7) A meeting of a State contracted computer technician was discussed. Proposed future projects are:
 - a. Assessors Training Manual and Home Study Courses made available on-line
 - b. Receive payments of all fees by credit card and send new certificates by computer instead of the current process of all payments being made by mail and all certificates being mailed after payment is received.

CERTIFICATION APPLICANTS:

MARCH 9, 2007

LEVEL 1

Daley, Gary D.
Ebels, Keith A.
Frederick, Heather

Hayes, Rebecca D.
Jollay, Sharon Rose
Lane, Melissa K.

LeTarte, Elaine
Pulling, Amy
Szmigiel, Paul J.

CERTIFICATION APPLICANTS Cont.:

LEVEL 2

Desjarlais, Robert J.
Ebels, Keith A.

Hoevenaar, Joel C.
Markes, Michael

Peterson, David H.

LEVEL 3

Beauvais, Kerry L.
Clark, Sr., John W.

Cockrum, Robert D.
Glascock, James N.

Swisher, Antoinette

CONDITIONAL

Wildt, Todd

Homer Township

Calhoun County

CERTIFICATION TOTALS AS OF 3/9/07

LEVEL 1	669
LEVEL 2	1,000
LEVEL 3	890
LEVEL 4	150
TOTAL	2,710

INFORMAL REVOCATION HEARING:

- 1) Revocation petition 06-0033

At request of the assessing officer named in revocation petition number 06-0033 a closed meeting is to be held. Motion by Patel, seconded by Morgan to go into closed session. Roll Call Vote: Hobart-Yes, Allen-Yes, McClelland-Yes, Morgan-Yes, Patel-Yes. The motion was unanimously approved.

Motion by Patel, seconded by Morgan to return to open session. Roll Call Vote: Hobart-Yes, Allen-Yes, McClelland-Yes, Morgan-Yes, Patel-Yes. The motion was unanimously approved.

Motion by Allen to dismiss revocation petition 05-0033 because no violation of law or rule was discovered in the investigation. The motion was seconded by McClelland and unanimously approved.

CLOSED MEETING:

According to Freedom of Information Act, Section 15.243 (1) (b) (ii) and Closed Sessions; permissible purposes 15.268 Sec. 8 (h)

Motion by Patel, seconded by Morgan to go into closed session. Roll Call Vote: Hobart-Yes, Allen-Yes, McClelland-Yes, Morgan-Yes, Patel-Yes. The motion was unanimously approved.

Closed session to review:

- 1) Minutes of closed meeting held on February 23, 2007 (Separate Paperwork)
- 2) Narrative Status Report
- 3) Revocation Petitions 06-0030, 06-0031, 06-0032, 06-0034, 06-0035 (combined)
- 4) Revocation petition 07-0003
- 5) Revocation petition 06-0027

Motion by Patel, seconded by Morgan to return to open session. Roll Call Vote: Hobart-Yes, Allen-Yes, McClelland-Yes, Morgan-Yes, Patel-Yes. The motion was unanimously approved.

OPEN MEETING

- 1) Motion by Allen to approve of closed meeting minutes of February 23, 2007. The motion was seconded by McClelland and unanimously approved.
- 2) The Narrative Status Report was reviewed and amended.
- 3) Revocation Petitions 06-0030, 06-0031, 06-0032, 06-0034, 06-0035 (combined) were reviewed. Motion by Morgan, seconded by Allen to schedule an informal revocation hearing. The motion was unanimously approved.
- 4) Revocation petition 07-0003 was reviewed. Motion by Morgan to dismiss the revocation and to direct petitioner to take the appeal to the Michigan Tax Tribunal because the State Assessors Board does not have jurisdiction Principle Residence Exemption appeals. The motion was seconded by Allen and unanimously approved.

5) Revocation petition 06-0027 was reviewed. Motion by Morgan, seconded by Patel to schedule an informal revocation hearing. The motion was unanimously approved.

ANNOUNCEMENTS:

The next meeting is scheduled for April 19, 2007.

ADJOURNMENT:

Motion by Patel, seconded by McClelland to adjourn the meeting at 12:05 p.m. The motion was unanimously approved.

Respectfully Submitted,

Lisa A. Hobart, Chairperson

Joan E. Peoples, Executive Secretary